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1 NOV 1971

MEMOR/HDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 29 October 1971

- 1. Retirement Information Seminer: The Retirement Seminer for 1971 was concluded on 29 October. The everage daily attendance was less than in previous years. Apparently those in attendance were, except in very few cases, those employees who received their five-year letters this year. The large numbers in attendance in previous years undoubtedly included employees who were within the five-year range but who had not had an opportunity to attend a seminer when they received their five-year letters. We believe that from now on the main body of those in attendance in any year will be those employees who received five-year letters in the same year.
- 2. Promotion Consideration: We are again bringing to the attention of component personnel officers the responsibility of /gency career service officials to consider employees on military furlough for promotion. Specifically, we are advising components that the employee should be listed on promotion rosters and should be considered along with other employees at his grade level.

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3. Minority Recruitment:

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NPIC training officer, in visits to

Prairie View A & M College, the University of Houston, and Texas Southern

University in a concentrated effort to encourage Black professional applicants.

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reported that they were very well received end he is already beginning to receive preliminary application forms from a number of students at these schools.

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5. Position Classification:

- a. The survey of the CA Staff has been completed and a memorandum reporting the results prepared for transmission to the Staff.
- b. All draft position descriptions for the Office of Logistics Central Depot have been sent to Depot officials for review. A detailed report of the survey is being developed.
- c. Benchmark descriptions have been completed for Reports Officer positions and are nearly complete for Operations Officer positions.

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- their survey of FE field stations and arrived back at Headquarters on 30 October 1971.
- 6. Combined Federal Campaign: As of close of business 28 October 1971, CFC total pledges were \$254,146.62 which is 90.1% of the Agency's goal.

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6. Cooperative Education Salaries: A survey of co-op salaries just compiled by Virginia Polytechnic Institute shows that our co-op salaries compare feverably with the country-wide everage. In some instances, they are slightly above average.

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Acting Director of Personnel

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